


Maryland Judiciary Job Specification

	Official Title	Lead Fiscal Clerk
	Job Code	6122
	Business Title	Lead Fiscal Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This is a clerical position performing fiscal duties in a lead capacity, in either judicial or non-judicial court operations. Incumbent serves as the lead worker for all accounting, cashiering, and budgeting work, and may be responsible for visitation to other locations to assist lower-level Fiscal Clerks in training, correcting complex issues and implementing new procedures (i.e., District Court Accounting Area Specialist). Employees in this classification assign, review, approve the work and train lower level Fiscal Clerks and related support staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job specifications is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

- Assigns, reviews and approves the work of lower-level Fiscal Clerks and support staff as needed. Provides technical guidance and direction concerning fiscal policies and procedures.
- Trains fiscal staff and resolves complex accounting issues; assists cashiers as needed with researching and resolving any discrepancies, overage/shortage of tills.
- Tracks, maintains logs, and generates various reports (daily/monthly) of accounting transactions to include but not limited to accounts receivable, adjustments, voids, refunds, returned checks, and escrow payments;
- Reconciles agency accounting systems to fiscal control systems on a periodic basis by comparing the reports of the two accounting systems and makes necessary adjustments and maintains an audit trail.
- Purchase office supplies and maintains inventories; prepares requisitions for purchases using GEARS and tracks expenditures, correspond with vendors, codes and process invoices for payment.
- May recommend and process budget modifications, budget supplements and budget amendments. Maintains appropriations ledgers or grant ledgers and approve expenditures based on compliance with established guidelines and fund availability.
- Examines financial data to identify interrelationships and trends and devises procedures to increase the reliability and usefulness of the data.
- Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent).
- Four (4) years of fiscal or accounting work experience.

Note:

- A Bachelor's Degree may substitute for the two (2) years of required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute for the two (2) years of the required work experience.
- A Paralegal Certificate may substitute for one (1) year of the required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Knowledge of generally accepted accounting principles and practices reviewing, verifying, recording, adjusting and balancing financial transactions.
- Knowledge of the principles and practices of bookkeeping.

Skill in:

- Managing priorities to meet critical deadlines while multitasking.
- Oral and Written communication skills to include a basic understanding of English and arithmetic. These skills are to include, spelling, punctuation, addition, subtraction, multiplication and division
- Analyzing records, reports, and other business and financial documents and noting details and facts pertinent to the audit assignment.
- Technology Skills for daily computer and office equipment usage as well as recording equipment.

Ability to:

- Ability to acquire knowledge of Maryland Judiciary procedures, rules, practices, regulations and knowledge of the jurisdictional courts.
- Ability to learn and apply job related policies, procedures, rules, regulations and laws.
- Ability to perform a full range of basic accounting procedures.
- Ability to utilize appropriate forms.
- Ability to use a computer or business machine to access, input and extract data.

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- Ability to establish and maintain effective working relationships with other employees and the public.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees. However, as a lead worker, the incumbent may oversee the daily operations in the absence of the supervisor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position does not involve any physical demands.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment. Employees frequently or often encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	January 2020
Dates revised:	